



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: info@ormistonvictoryacademy.co.uk

19 July 2017

Dear Parent/Carer,

Year 10 Work Experience – Monday 2nd to Friday 6th July 2018

In preparation for your child moving up to Year 10 in September, I am writing to you regarding Work Experience next year.

Work Experience is an important part of the Year 10 Curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers. All Year 10 students will be expected to take part in our Work Experience Programme from Monday 2nd to Friday 6th July 2018.

In order for students to gain the valuable job hunting skills which are so important in today's job market, we ask that all students take responsibility for planning and finding their own placements. We strongly advise students to make contact with prospective employer as soon as possible, as other schools will be participating in work experience during this period.

Finding Placements

We would ask that parents and students talk about possible placements and the sort of experience the student hopes to have. Where parents and students may have their own contacts for such placements, it would be helpful for students and parents to make an initial contact and enquiry and to keep us informed of any progress made.

Most employers will have taken students from a number of schools for many years and have well established practices. All participating employers have to sign a form agreeing to strict regulations which include items on insurance cover and Health & Safety, because of these regulations it is important that placements are within the Norfolk area, as all placement checks are carried out by Norfolk County Council, on behalf of the academy.

Further Support Available

If your child is unsure about how to approach an employer, please direct them to the academy website (www.ormistonvictoryacademy.co.uk/careers-guidance/work-experience/) where further guidance can be found. On this page we have included videos, advice on how to speak to an employer via telephone and example letters of application.

Students may also make appointments with our Independent Careers Adviser for help with their work experience placements, or attend one of our Plan Your Future drop-ins within our Careers Hub where computer and phone facilities will also be available. To book an appointment, students may email careersguidance@ormistonvictoryacademy.co.uk.



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: info@ormistonvictoryacademy.co.uk

Employers Guide/Self-Placement Form

Once a placement has been found, please ensure the parent/carer and student sections of the attached form are completed, then the form to the employer for them to complete their section. It is also important that the enclosed 'Employers Guide to Work Experience' is given to the person at the company, as this contains important information for them.

Once fully completed, the form should then be returned to academy, this can be posted/emailed directly to us by the employer or given back to your child for them to hand-in to Student Services. We realise that sometimes it may be quicker and easier to email a digital copy of this form to the employer for them to complete; therefore we have made a copy of this available on our website: www.ormistonvictoryacademy.co.uk/careers-guidance/work-experience/

This can be emailed to workexperience@ormistonvictoryacademy.co.uk once completed.

It is crucial that all areas on the form are **fully completed** so that your child's placement may be processed without delay.

Deadline

In order for us to ensure that there is sufficient time to process placement forms and for Health and Safety checks to be completed by Norfolk County Council, we ask that all Self Placement Forms are handed in by the deadline. **The deadline for the return of this form to the academy is Wednesday 15th November 2017.**

Once again, we strongly advise students to find their placements and complete all relevant paperwork as early as possible because work experience placements may be competitive with their desired employer. The earlier forms are returned, the sooner the placement can be processed and authorised for the student.

Further Information

You will also find a 'Parents/Carers Guide to Work Experience' enclosed with further details.

Please do not hesitate to get in contact if you require any assistance or further information. You may get in contact with the Careers Co-ordinator via telephone on 01603 734161 (direct dial) or via email to workexperience@ormistonvictoryacademy.co.uk.

Thank you for your co-operation and we wish your child happy job hunting.

Yours sincerely,

Mrs O. Ballentine
Vice Principal for Student Progress

Mr R. Arger
Careers Coordinator